

PLANNING COMMISSION WORK SESSION MINUTES
January 15, 2019
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA, MICHIGAN

Names of those Present: Larry Ledebur (Chair), Claire Robinson (Vice Chair), Sarah Haselschwardt (Secretary), Michael Townley and Vincent Elie

Members Absent (Excused): Adam Ellison, Peter Shaw, Erik Larsen and Steven Parker

Members Absent (Unexcused): None

Others Present: Daniel Johnson (IN-SITE LLC), Cynthia Silveri and Christine Linfield (City Staff)

Chair Ledebur called the meeting to order at 7:00 pm. He started the meeting by giving a brief overview explaining that work sessions are held for discussion purposes only and that no official action could take place. Claire Robinson requested that the order of the agenda be revised so that the Master Plan update could be discussed first.

Update on Master Plan Process

Chair Ledebur reported that Paul Montagno (Carlisle Wortman) is still working on the updates and that there are three major areas of change in the draft plan. The changes include incorporating more open space incentives, modifications to the land use chapter regarding the different zoning code designations and also major revisions to the transportation chapter. Chair Ledebur stated that even though the transportation chapter has dramatically changed, he is in support of those changes. Other modifications include more language regarding how to attract low and middle-income families.

Proposed PUD Lot Coverage Text Amendment

Chair Ledebur introduced the request from Daniel Johnson (IN-SITE LLC) to amend Section 4.32 (D.)(2.) Density Regulations of the zoning ordinance to add the following text:

“Where a PUD district is exclusively used for single family residential purposes (not mixed use); the maximum lot coverage (LC) shall not exceed (35) percent as also required in the Single-Family Residential Districts RS-1 and RS-2.”

Chair Ledebur stressed that it is important for the commission to take into account the needs of the community when considering this amendment request to raise the maximum allowable single-family residential lot coverage in a PUD from (20) percent to (35) percent. He mentioned three examples such as; the need for developers to set aside more green space, encouraging a

variety of different demographic groups, and incorporating different housing needs as recommended by the Housing Research Advisory Commission. He also stressed that the commission has to take into account the need to attract and provide different housing types to accommodate those variety of needs.

Daniel Johnson stated that the request was made so that if the ordinance text amendment was successful, then there would be an opportunity to revisit amending the existing Heritage Pointe PUD agreement maximum (20) percent lot coverage in order to allow the opportunity to construct single story homes within the undeveloped phases. Daniel Johnson also mentioned that the current RS-1 and RS-2 districts already allow for a maximum lot coverage of (35) percent.

It was also discussed that even though Heritage Pointe is being used as an example for discussion purposes, the commission must review the request in context of it being applied to the PUD zoning district in general instead of how it would apply to a specific location.

Discussion continued regarding balancing the need for different housing types, encouraging variety of character within neighborhoods, maximizing open space opportunities and how to attract young families looking for starter homes.

The commission noted that by increasing the lot coverage on each individual residential lot it would result in less greenspace on private lots. It was also discussed that this negative effect might become more neutral due to the benefit of being able to provide a mix of different single-family housing styles to bring more character to a neighborhood.

Draft 2018 Annual PZ Report

Christine Linfield presented the draft 2018 Planning & Zoning annual report which received positive feedback.

Proposed Change in Open Space Incentives

Chair Ledebur shared his notes with the Planning Commission regarding the summary of changes in the draft master plan regarding open space incentives that the subcommittee is working on.

Work Session adjourned at 9:02 pm.

Respectively Submitted,



Christine Linfield,

Planning, Engineering, Zoning & Community Dev. Dir.



CITY OF CHELSEA

CHELSEA PLANNING COMMISSION NOTICE OF WORK SESSION

Notice is hereby given that the Chelsea City Planning Commission will hold a Work Session on **Tuesday, January 15, 2019 at 7:00 pm**, at the Chelsea Municipal Building (Council Chamber) located at 311 S. Main Street, Chelsea, Michigan.

Agenda:

1. Proposed PUD lot coverage text amendment
2. Draft 2018 Annual PZ Report
3. Proposed change in open space incentives
4. Update on Master Plan process

Persons requiring reasonable accommodations due to disabilities in order that the meeting is accessible to them are requested to notify the Chelsea Planning Commission of such disability no later than five (5) business days prior to the date of the meeting.

Larry Ledebur, Chair

**PLANNING COMMISSION MINUTES
DECEMBER 18, 2018
CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS
311 S. MAIN STREET, CHELSEA MICHIGAN**

CALL TO ORDER

Chair Larry Ledebur called the meeting to order at 7:00 pm.

Present: Larry Ledebur (Chair), Claire Robinson (Vice Chair), Sarah Haselschwardt (Secretary), Erik Larsen, Vincent Elie, Adam Ellison, Michael Townley, Steven Parker and Peter Shaw.

Absent: None

Vacant: None

Others Present: Tina Fix (Midwestern Consulting), Lisa Carolin (Chelsea Update), Kate Collins (UMRC), Daniel Johnson (IN-SITE LLC), Cheri Albertson (City Council Liaison), Christine Linfield (City Staff) and Karen Gilmer (Assistant Clerk).

APPROVAL OF THE AGENDA

MOVED by Elie, SECONDED by Shaw, to approve the agenda. All Ayes. Motion Carried.

APPROVAL OF MEETING MINUTES

MOVED by Elie, SECONDED by Larsen, to approve the meeting minutes for 9/18/18. All Ayes. Motion Carried.

PUBLIC HEARINGS:

Planned Unit Development (PUD) Ordinance Text Amendment

An application has been filed by Daniel Johnson (IN-SITE LLC) to amend Section 4.32 (D.)(2.) Density Regulations of the zoning ordinance to add the following text:

“Where a PUD district is exclusively used for single family residential purposes (not mixed use); the maximum lot coverage (LC) shall not exceed (35) percent as also required in the Single-Family Residential Districts RS-1 and RS-2.”

Chair Ledebur opened the Public Hearing. No one from the public had comments to share.

Chair Ledebur closed the Public Hearing.

UNFINISHED BUSINESS: None

Draft Planning Commission Minutes
December 18, 2018

NEW BUSINESS

UMRC Amended Landscape Plan

An application has been filed by Midwestern Consulting to amend the landscape plan for the Kresge Addition, Wellness Pool and Prairie Cottages developments located at 805 W. Middle Street - tax code parcels (06-06-11-40-0141 & 06-06-11-480-006).

Tina Fix from Midwestern Consulting did a presentation on how the landscaping plans were to change for the UMRC front entrance, Kresge Addition, Wellness Pool and Prairie Cottages developments. The number of trees will remain the same as the previously approved landscape plans for each development but the location of the trees will be revised to provide a more uniform regional plan. The revised locations will also remove landscaping from the detention basins in order to reduce safety issues and to allow for future expansion.

Linfield spoke briefly about how the zoning ordinance allows staff to do minor relocations of landscaping during construction projects. However, since the proposal affects multiple phases staff felt it was appropriate to have the requested amendment go before the Planning Commission for review and approval.

MOVED Robinson, SECONDED by Elie, to approve the amended landscape plan for the new global campus version based on the amended landscape plan dated 10/31/18 consisting of three sheets. All Ayes. Motion Carried.

Planned Unit Development (PUD) Zoning Ordinance Text Amendment

Linfield spoke briefly about the PUD Zoning Ordinance Text Amendment stating:

- The request primarily focuses on the future phases of the Heritage Pointe development to increase the maximum lot coverage from 20% to 35%.
- As advised in the past, the Planning Commission should consider the request is for the entire district as a whole instead of focusing on one particular property.
- Planning Commission should consider the standards in Section 13.07 (A-F) in preparing the recommendation to the City Council.
- Planning Commission should review the different housing types that generally apply to the lot coverage percent maximums.
- Planning Commission should review the proposed language submitted but keep in mind that the Planning Commission can modify the request as needed.
- Planning Commission should hold a public hearing regarding the request, review proposed or alternate language and then take action in the form of recommendation to the City

Council to approve, to approve with changes, deny the text amendment or set a work session to discuss the item further.

Daniel Johnson from IN-SITE LLC gave a brief presentation on Heritage Pointe and the proposed Text Amendment changes.

Discussion followed.

MOVED Shaw, SECONDED by Larsen, to table the PUD Zoning Ordinance Text Amendment to the next available Planning Commission Work Session to be determined. All Ayes. Motion Carried.

Shell Gas Station Addition Preliminary Site Plan

Linfield requested that the Planning Commission table this until the next regularly scheduled meeting agenda as there was not enough information in order to finalize the plan.

MOVED Elie, SECONDED by Townley, to table the Shell Gas Station Preliminary Site Plan until the next meeting session. All Ayes. Motion Carried.

2019 Meeting Calendar

The date of the February voting meeting was noted to be incorrect. Staff will correct the date to be the third Wednesday of that month due to the third Monday being a holiday.

MOVED Robinson, SECONDED by Elie, to adopt the revised Meeting Date Calendar. All ayes. Motion Carried.

PLANNING COMMISSION REPORTS:

- Zoning Board of Appeals – Peter Shaw reported that the ZBA will be meeting on 12/19/18 to approve their 2019 meeting calendar.
- Master Plan Subcommittee – Chair Ledebur reported that the draft master plan is still in the midst of changes.
- Transportation Work Group – Christine Linfield reported that the monthly Transportation Work Group did not hold a traditional meeting in November. Instead the group met with the consultant (WSP) who is working on the Road Safety Audit of the Freer/Dexter-Chelsea Road intersection. The audit is in process and staff is looking forward to the final report.
- Housing Research Advisory Commission – Vincent Elie gave a brief overview of the report that was presented to City Council. He also stated that since the report has been finalized the commission is no longer meeting.
- Sustainability Advisory Commission – Vacant

DISCUSSION: None

PUBLIC PARTICIPATION: None

ADJOURNMENT

MOVED by Robinson, SECONDED by Larsen, to adjourn the meeting. All Ayes. Motion Carried.

Meeting adjourned at 8:40 pm.

Respectfully Submitted,

Christine Linfield

Planning, Engineering, Zoning & Comm. Dev. Dir.

*The City of Chelsea, Michigan
2018 Annual Report*

*Planning Commission
Zoning Board of Appeals*



City of Chelsea Annual Report

2018

This report gives details of the 2018 Planning Commission and Zoning Board of Appeals operations in accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008.

Members

The Planning Commission consists of nine (9) voting members with three (3) year terms. There is also one (1) City Council liaison member who does not vote.

The Zoning Board of Appeals consists of five (5) voting members with one (1) alternate and one (1) City Council liaison member who does not vote. (The alternate member only serves as a voting member when needed for a quorum.)

Meetings

Meetings for the Planning Commission and the Zoning Board of Appeals (ZBA) are held at the City Council Chambers, 311 S Main St, Chelsea, MI 48118.

Regular meetings of the Planning Commission are scheduled for the third Tuesday of the month at 7:00 pm. Meetings may be changed due to holidays or City Council meeting conflicts.

Work Sessions of the Planning Commission are scheduled for the first Tuesday of the month at 7:00 pm. Meetings may be changed due to holidays or City Council meeting conflicts.

Meetings may be cancelled for the Planning Commission if there are no items on the agenda or if there will not be a quorum. A quorum consists of five (5) voting members present.

The ZBA meetings are held on the third Wednesday of the month at 5:00 pm.

Meetings may be cancelled for the ZBA if there are no items on the agenda or if there will not be a quorum. A quorum consists of three (3) voting members present.

Planning Commission Members 2018

Member	Term Expiration
Larry Ledebur - Chair	6/30/2021
Erik Larsen – Vice Chair	6/30/2020
Claire Robinson – Vice Chair	6/30/2020
Sarah Haselschwardt – Secretary	6/30/2021
Adam Ellison	6/30/2020
Peter Shaw	6/30/2019
Steven Parker	6/30/2019
Michael Townley	6/30/2019
George Olsen	6/30/2018
Vincent Elie	6/30/2021

Planning Commission Members 2017

Member	Term Expiration
Larry Ledebur - Chair	6/30/2018
Erik Larsen – Vice Chair	6/30/2020
Sarah Haselschwardt - Secretary	6/30/2021
Claire Robinson	6/30/2020
Adam Ellison	6/30/2020
Peter Shaw	6/30/2019
Steven Parker	6/30/2019
Michael Townley	6/30/2019
George Olsen	6/30/2018
Geoffrey Voshel	6/30/2019
Robert Dean	6/30/2017

2018 Planning Commission Meetings

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Meetings Attended	Meetings Missed
Larry Ledebur	C	P	P	P	C	C	P	P	A	C	C	P	6	1
Erik Larsen	C	A	A	P	C	C	P	P	P	C	C	P	5	2
Sarah Haselschwardt	C	A	P	A	C	C	P	P	A	C	C	P	4	3
George Olsen	C	P	P	P	C	C	-	-	-	-	-	-	3	0
Michael Townley	C	P	P	P	C	C	P	A	P	C	C	P	6	1
Steven Parker	C	P	P	P	C	C	A	A	A	C	C	P	4	3
Adam Ellison	C	P	P	P	C	C	A	P	P	C	C	P	6	1
Claire Robinson	C	P	P	P	C	C	P	P	P	C	C	P	7	0
Peter Shaw	C	P	A	P	C	C	P	P	A	C	C	P	5	2
Vincent Elie	-	-	-	-	-	-	P	A	P	C	C	P	3	1

Key: P - Present A - Absent C - Canceled

There were 7 Planning Commission meetings held in 2018.

There were 5 Planning Commission meetings canceled for 2018.

2017 Planning Commission Meetings

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Meetings Attended	Meetings Missed
Larry Ledebur	P	A	P	A	P	A	P	P	P	P	P	C	8	3
Erik Larsen	P	P	A	P	P	P	P	P	P	P	P	C	10	1
Sarah Haselschwardt	P	A	P	P	A	P	P	P	P	A	P	C	8	3
George Olsen	P	P	P	P	P	P	P	A	P	P	P	C	10	1
Michael Townley	-	-	-	-	-	-	-	-	-	-	-	C	0	0
Steven Parker	P	P	P	P	A	P	P	P	P	P	P	C	10	1
Adam Ellison	-	-	-	-	-	-	-	-	-	P	P	C	2	0
Claire Robinson	P	P	P	P	P	P	P	P	P	P	P	C	11	0
Peter Shaw	P	P	P	P	P	A	P	P	P	P	P	C	10	1
Geoffrey Voshel	P	P	P	P	P	A	A	P	P	P	-	-	8	2
Robert Dean	A	P	A	P	P	P	-	-	-	-	-	-	4	2

Key: P - Present A - Absent C - Canceled

There were 11 Planning Commission meetings held in 2017.

There was 1 Planning Commission meeting canceled for 2017.

2018 Work Sessions Meetings

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Meetings Attended	Meetings Missed
Larry Ledebur	C	C	C	C	C	C	C	C	C	C	C	C	N/A	N/A
Erik Larsen	C	C	C	C	C	C	C	C	C	C	C	C	N/A	N/A
Sarah Haselschwardt	C	C	C	C	C	C	C	C	C	C	C	C	N/A	N/A
George Olsen	C	C	C	C	C	C	-	-	-	-	-	C	N/A	N/A
Michael Townley	C	C	C	C	C	C	C	C	C	C	C	C	N/A	N/A
Steven Parker	C	C	C	C	C	C	C	C	C	C	C	C	N/A	N/A
Adam Ellison	C	C	C	C	C	C	C	C	C	C	C	C	N/A	N/A
Claire Robinson	C	C	C	C	C	C	C	C	C	C	C	C	N/A	N/A
Peter Shaw	C	C	C	C	C	C	C	C	C	C	C	C	N/A	N/A
Vincent Elie	-	-	-	-	-	-	C	C	C	C	C	C	N/A	N/A

Key: P - Present A - Absent C - Canceled

There were no Work Session meetings held in 2018.

There were 12 Work Session meetings canceled for 2018.

2017 Work Sessions Meetings

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Meetings Attended	Meetings Missed
Larry Ledebur	P	P	P	P	C	P	C	P	P	C	P	C	8	0
Erik Larsen	P	P	P	P	C	P	C	P	P	C	P	C	8	0
Sarah Haselschwardt	P	P	A	A	C	A	C	P	P	C	P	C	5	3
George Olsen	P	P	P	A	C	P	C	A	P	C	P	C	6	2
Michael Townley	-	-	-	-	-	-	-	-	-	-	-	C	0	0
Steven Parker	A	P	P	A	C	P	C	P	P	C	P	C	6	2
Adam Ellison	-	-	-	-	-	-	-	-	-	C	P	C	1	0
Claire Robinson	P	P	P	P	C	P	C	P	P	C	P	C	8	0
Peter Shaw	P	P	P	P	C	P	C	P	P	C	A	C	7	1
Geoffrey Voshel	P	A	P	P	C	P	C	P	A	C	-	-	5	2
Robert Dean	A	P	P	P	C	A	-	-	-	-	-	-	3	2

Key: P - Present A - Absent C - Canceled

There were 8 Work Session meetings held in 2017.

There were 4 Work Session meetings canceled for 2017.

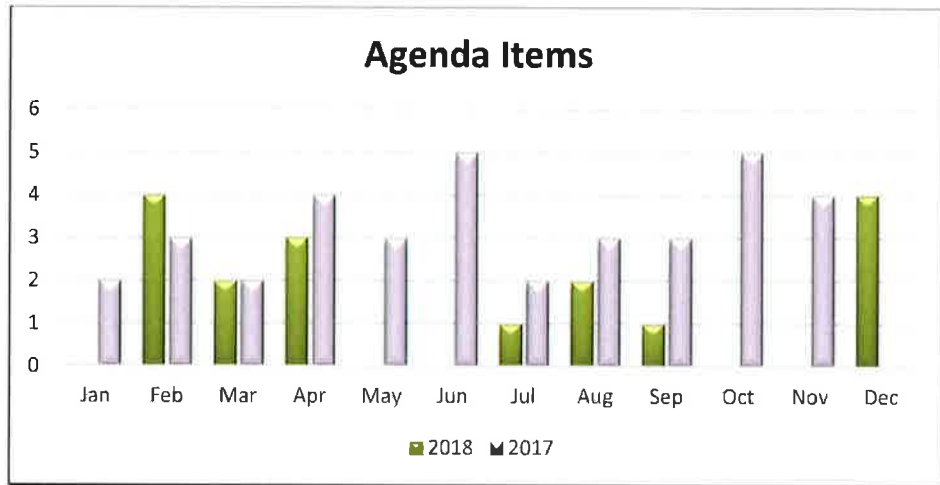
2018 Agenda Items

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Work Session	0	0	0	0	0	0	0	0	0	0	0	0	0
Voting Meeting	0	4	2	3	0	0	1	2	1	0	0	4	17

2017 Agenda Items

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Work Session	1	2	1	1	0	1	0	1	1	0	1	0	9
Voting Meeting	1	1	*1	3	3	4	2	2	2	5	3	0	27

*Converted to Work Session



There were 15 agenda items in 2018.
 There were 36 agenda items in 2017.

Planning & Zoning Agenda Items

January

- None

February

- C-6 Zoning Ordinance Text Amendment Sent to City Council Approved
- Amended Landscape Plan Gestamp Tabled
- Special Land Use Permit Chelsea Motors 06-06-13-450-004 Tabled
- Summary of Planning & Zoning Activities Approved

March

- Amended Landscape Plan Gestamp 06-06-12-200-024 Tabled
- Special Land Use Permit Chelsea Motors 06-06-13-450-004 Approved w/ contingency

April

- Amended Landscape Plan Gestamp 06-06-12-200-024 Approved
- Final Site Plan Extension Heritage Pointe Phase IIB Extended
- Special Use Permit Main Street Church 06-06-13-111-003 Approved w/ conditions

May

- None

June

- None

July

- Amended Final Site Plan Chelsea Fairgrounds 06-06-13-275-025 Approved w/ minor changes

August

- Special Use Permit Farm Sudz 06-06-12-430-001 Approved w/ conditions
- Amended Final Site Plan Sheridan Books 06-06-12-250-017 Approved w/ Contingency

September

- C-4 Zoning Ordinance Text Amendment Sent to City Council Approved

October

- None

November

- None

December

- PUD Zoning Ordinance Text Amendment Tabled
- Amended Landscape Plan 06-06-11-480-014 Approved
UMRC
- Preliminary Site Plan 06-06-13-380-016 Tabled
Shell Gas Station
- 2019 Planning Commission Calendar Approved

Zoning Board of Appeals

<i>Zoning Board of Appeals Members 2018</i>	
<i>Members</i>	<i>Term Expiration</i>
Donald (Tom) Osborne – Chair	9/30/2020
George Kinzer	9/30/2019
Jasen King	9/30/2019
Jamie Lane	9/30/2019
Peter Shaw (Planning Commission)	Per PC Term
Andrew Dunn (Alternate)	9/30/2020
Cheri Albertson	CC Liaison
Rick Catherman	CC Alternate

<i>Zoning Board of Appeals Members 2017</i>	
<i>Members</i>	<i>Term Expiration</i>
Donald (Tom) Osborne – Chair	9/30/2020
George Kinzer	9/30/2019
Jasen King	9/30/2019
Jamie Lane	9/30/2019
Peter Shaw (Planning Commission)	Per PC Term
Cheri Albertson	CC Liaison

There were 3 ZBA meetings in 2018

February 21, 2018 – 18-1 was approved to rebuild existing front porch at 223 Lincoln Street

March 21, 2018 – 18-2 was approved to correct the listed variances at 247 Harrison Street and 243 Harrison Street

June 20, 2018 – 18-3 was approved to reduce the front yard setback from 20 feet to 11 feet to extend the front porch at 122 E Summit St

December 19, 2018 – Approval of the minutes and 2018 meeting calendar

There were 2 ZBA meetings in 2017

May 17, 2017 – 17-1 was approved for the variance for height at 5800 Sibley Road

17-2 was tabled for parking setback variance for new city park

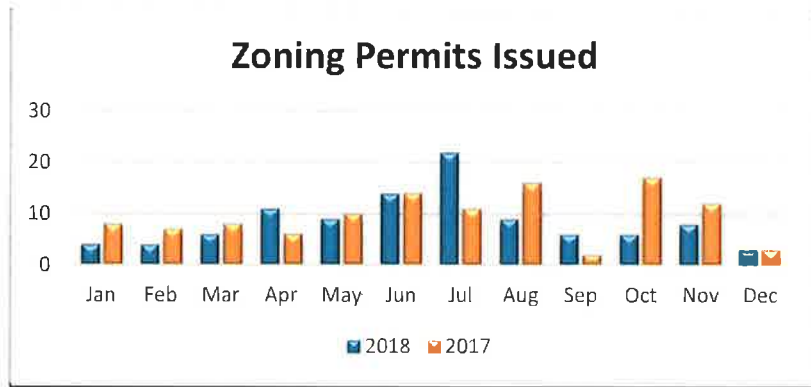
December 20, 2017 - Approval of the minutes and 2018 meeting calendar

2018 Zoning Permits Issued by Staff

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
4	4	6	11	9	14	22	9	6	6	8	3	102

2017 Zoning Permits Issued by Staff

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
8	7	8	6	10	14	11	16	2	17	12	3	114



2018 Additional Activities

~~0 Parcel Splits~~
~~1 Boundary Line Adj.~~
~~2 Splits~~
~~0 Parcel Combinations~~
~~0 Parcel Combinations~~

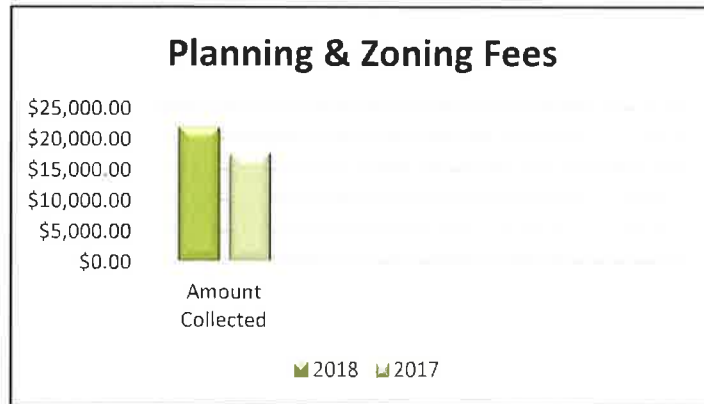
2017 Additional Activities

18 Parcel Splits
 3 Boundary Line Adjustments
 1 Parcel Boundary Line Adjustment
 Parcel Combinations

Planning and Zoning Fees Collected

0 Parcel Splits
 0 Parcel Combinations
 1 Parcel Boundary Line adjustment

	2018	2017
Amount Collected	\$21,895.00	\$17,720.00



Creating Open Space Incentives

Chapter 1: Land Use, Goals

Chelsea will protect, maintain and develop publicly accessible open spaces and endeavor to increase the supply.

Chelsea will utilize mixed-use development and form-based design, *as well as cluster housing and Planned Unit Developments [PUDs]*, to achieve preferred land use patterns.

Chapter 3: Economic Development

Goals

Chelsea will implement the City's Parks and Recreation Master Plan

The City will explore opportunities to obtain new public parks and open space.

~~Parks and Open Space should be a requirement of all new developments and redevelopments in Chelsea.~~

Chelsea will utilize innovative zoning techniques to encourage the creation and preservation of open spaces, parkland, and natural features

Chapter 7, page 79, paragraph 2, second sentence

~~Any new residential development must include park and recreation opportunities.~~

Chelsea should endeavor to create incentives for all new residential developments and redevelopments to incorporate open spaces, parklands, and natural features. Several innovative zoning techniques are available to encourage the creation and preservation of open spaces and features. These include cluster housing and Planned Unit Development. *Density based zoning*

Call out boxes

Cluster development is a developmental technique in which building lots may be reduced in size and buildings are sited closed together in groups or clusters. The total density does not exceed that which could be constructed on the site under conventional zoning. The additional land that remains undeveloped is then preserved as open space and parkland.

Planned Unit Developments [PUDs] are a regulatory process that can be applied to various forms of development. The PUD process allows for flexibility in the

application of traditional zoning requirements to encourage the use of land in accordance with its character and bring about greater compatibility of design and use.

Density Bonuses offer developments a level of density that surpasses the allowable Floor Area Ratio (FAR) in exchange for amenities or housing needed by the community. These amenities typically include parks, heritage preservation and affordable housing, but offering increased density in exchange for greener development can also be seen as an amenity to the community

Density based zoning

The concept of *density based zoning* suggests that specific characteristics of the development need not be as closely regulated. Such characteristics include individual lot areas, widths, and depths, the location of the dwelling unit on the lot, and sometimes even the building form (detached single family, attached single family, etc.). Rather, the overall residential density permitted on a site can be regulated while permitting creativity in the form of the development. Relaxing minimum lot areas and widths can help create an optimized layout and design of the units tailored to the particular site. Of course, with increased design flexibility the potential for increased impacts on neighboring land uses increases, so the overall design, screening, and buffering of the new development from existing adjacent residential development could become more important.

Planning Commission Project/Action

Create incentives for all new residential developments and redevelopments to incorporate open spaces and parklands.

Upgrade development regulations to provide incentives such as density bonuses for developers to encourage new residential developments and redevelopments to incorporate open spaces, parklands, and natural features.

Density based zoning evaluate the concept of density based zoning.

Municipal Statistics

533 cities and villages in Michigan

1,240 townships in Michigan

- 1,101 general law townships
- 139 charter townships

280 cities

- 265 home rule charter cities
- 4 fourth class cities
- 1 special charter city

253 villages

- 46 home rule villages
- 207 general law villages

In the last decade, six villages have reincorporated as home rule cities.

Q. Can we change a regularly scheduled meeting of the commission? It appears we will not have a quorum present at our next meeting.

A. The Open Meetings Act requires that any change in the schedule for regular meetings must be posted within three days of the meeting at which the change is made (MCL 15.265(3)). In addition, notice for the rescheduled meeting stating the date, time, and place of the meeting must be posted at least 18 hours before the meeting.

This heightened requirement was added in 2012: the notice must be posted in a prominent and conspicuous place at both the public body's principal office and, if the public body directly or indirectly maintains an official Internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, on a portion of the website that is fully accessible to the public. The public notice on the website shall be included on either the homepage or on a separate webpage dedicated to public notices for non-regularly scheduled public meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those non-regularly scheduled public meetings (MCL 15.265(4)).

Last of all, check your charter and council rules of procedure to make certain there are no additional requirements contained in either. And as always, it's a good idea to check with your municipal attorney.

Q. Do we have to hold a roll call vote on every matter considered by council? And, do we have to read every ordinance and resolution in its entirety before a vote can be taken?

A. The answer to both of these questions is, "it depends." There is nothing in state law requiring a roll call vote on all matters before council nor for the full reading of every ordinance or resolution. It depends on your local charter as well as your council rules. Some municipalities require roll calls on every vote; some require full readings of ordinances and resolutions. It is under local control.

Q. Is a "committee of the whole" considered to be a meeting of the council under the Open Meetings Act? Do we need to publish notice and take minutes?

A. Yes. Often referred to as "work sessions," many communities find these meetings a useful tool to address long-term and ongoing matters. Regardless of what they are called, if there is deliberation toward a decision, they most likely fall under the definition of a meeting in the Open Meetings Act, so they must be posted and minutes taken. And, the meetings must be open to the public except for those issues that by law are permitted to be addressed in closed session. As with all Open Meetings Act questions, remember to check with your municipal attorney.

Q. Is the public allowed to participate or comment at a work session of the council?

A. Yes. Although work sessions are intended to provide opportunities for council/board members to study difficult issues, gather and analyze information, and clarify problems, whenever a governing body holds a meeting, as defined by the Open Meetings Act, it must be posted and people must have an opportunity to address the governing body (MCL 15.263). Making those in attendance aware of the general purpose of a work session—to study issues, not to take action—often helps.

Conducting work sessions under the Open Meetings Act helps to minimize the public's concern that decisions are not made "in the sunshine." This perception can be addressed by making it clear that council holds work sessions for difficult issues, but nonetheless, these sessions are open to the public and no action is taken except in a regular meeting.

The League's Information Service provides member officials with answers to questions on a vast array of municipal topics. Call 1.800.653.2483 or email info@mml.org or inquiry@mml.org.